General Position Information

Job Title: 17234 - Human Resources Information Systems Project Manager - GS-15

Salary Range: $94,796 - $161,900 (not applicable for detailees)

Vacancy Open Period: 05/09/2017 – 05/09/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CHCO/FLPO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for considerations

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

- For a detailee assignment:
  - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

Major Duties and Responsibilities (MDRs)

- Lead, advise, and oversee the development and management of complex Human Capital (HC) projects or programs that often require generating new concepts, principles, and methods to ensure their successful implementation within the Intelligence Community (IC).
- Provide leadership and substantive guidance on the development and adoption of IC Human Capital Data Standards to include: maintenance and evolution of the Human Capital Data Dictionary baseline; chair of the Human Capital Working Group; and development of quantitative metrics in support of HC functional priorities.
- Perform substantive analysis on the IC Human Capital Enterprise Services (HCES) portfolio and investments to ensure alignment with strategic and corporate objectives.

- Identify and resolve issues in program plans and schedules based on a clear understanding of customer requirements and information on program cost, schedule, quality, and performance; provide substantive oversight of cost and resource estimates; participate in budget planning activities and develop cost-estimating strategies for future programs.
- Provide oversight to integrated project teams to ensure projects are completed on time; effectively apply team building and coaching techniques, and exchange project technical information with team members and contractors at formal and informal meetings.
- Analyze work and interpret policies promulgated by seniors, determining their impact on program needs and develop analysis of program alternatives.
- Conduct substantive analyses and identify innovative approaches for enterprise integration across the organization, focusing on realistic and executable process and service changes that formulate industry-recognized national intelligence enterprise activity and advanced mission operations.
- Provide leadership and/or oversight to the successful execution of spends plans and assesses variances from cost and schedule baseline: oversee reallocation of resources in response to change considering impact to project cost, schedule, and quality of deliverables. Oversee budget development and coordination to include future and out-year budget planning.
- Develop and deliver oral and written communications on complex technical concepts, customer service, and project information; tailoring ideas, explanations, and concepts to executive and senior management.
- Based on assignment and as needed, lead all aspects of Contracting Officer's Technical Representative (COTR) responsibilities; provide direction on contracting strategy and/or modifications to meet requirements; guide the completion of required documentation; lead the competitive evaluation process to identify qualified contractors; update formal contract evaluation criteria and provide formal feedback; recommend contractor award and/or incentives; lead competitions and contract renewal from beginning to end; work closely with mission customers, organizational management, and the Contracting Officer (CO); serve as the Contractor's principal point of contact for technical management after contract award; direct and coordinate technical and program issues, establish objectives, develop requirements, establish schedules, estimate costs, develop budgetary controls, monitor technical aspects of the contract, and monitor the contractor's performance; work closely with the CO to assist in contract negotiations, including determining viable options for cost.

Mandatory and Educational Requirements

- Superior program management, analytic, and critical thinking skills, including superior ability to conduct program and management assessments, to identify needs and requirements, and to develop non-linear process improvement recommendations for implementation across the IC.
- Expert ability to provide leadership, oversight, and guidance to ensure effective management of complex programs; superior ability to manage and mitigate risks, assess customer requirements, identify dependencies, and develop responsive program plans; demonstrated ability to estimate costs and other resources using quantitative analysis to program requirements.
- Superior ability to establish regular contact with high-level internal and external resources and have periodic contacts with other offices, supplying or seeking information on specialized and non-specialized matters; superior use of tact when expressing ideas or opinions to senior leaders, customers, contractors, and other stakeholders.
- Superior ability to balance responsibilities among program activities; to manage transitions effectively from task to task, adapting to varying customer needs.
- Expert knowledge of the rules of governance and project lifecycle methodologies; knowledge of project management concepts and principles; and ability to complete appropriate project management courses and/or certificate programs.
- Superior interpersonal, organizational, and problem-solving skills, including superior ability to work effectively both independently and in a team or collaborative environment.
- Expert ability to communicate, both verbally and in writing, complex information in a clear and concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- COTR level I certification.

Desired Requirements

- Project management certification; previous experience with portfolio management.
- Technical expertise in application development or database design.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov *(Monica C.)* and mccreaz@cia.ic.gov *(Zina M.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov *(Monica C.)* and mccreaz@cia.ic.gov *(Zina M.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information
ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**